



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

IN REPLY REFER TO

NAVFACINST 1740.1B
SR

27 June 2002

NAVFAC INSTRUCTION 1740.1B

From: Commander, Naval Facilities Engineering Command

Subj: NAVFACENGCOM HEADQUARTERS COMMAND SPONSOR PROGRAM

Ref: (a) SECNAVINST 1754.6
(b) OPNAVINST 1740.3A

Encl: (1) Command Sponsor Program Survey

1. Purpose. To issue guidance and objectives of the Command Sponsor Program for the Naval Facilities Engineering Command, Headquarters (NAVFACENGCOMHQ).
2. Cancellation. NAVFACINST 1740.1A.
3. Discussion. References (a) and (b) establish the Command Sponsor Program to facilitate the relocation of Naval personnel and their families when transferred on permanent change of station (PCS) orders. An effective Command Sponsor Program can significantly ease the difficulties encountered by Naval Personnel during a PCS move. This instruction designates the duties and responsibilities for the Command Sponsor Program within NAVFACENGCOMHQ. Reference (b) provides excellent guidance and details for implementing a successful Command Sponsor Program. Refer to reference (b) for all overarching guidance.
4. Policy. It is NAVFACENGCOMHQ's policy to welcome and assist all reporting personnel. To accomplish this, a sponsor will be assigned to each reporting member. The Welcome Aboard letter, letter from sponsor to PG, and letter to spouse (if applicable) will be sent via mail. As appropriate, subsequent correspondence between sponsor and Prospective Gain (PG) can be accomplished electronically (email, web, etc).
5. Responsibility. The Director of Seabee Readiness (SR) is responsible for the NAVFACENGCOMHQ Command Sponsor Program and will be assisted by the Sponsor Program Coordinator.
6. Action
 - a. Seabee Readiness and Manpower (SRM) Yeoman will forward a copy of the PG PCS orders to the Sponsor Program Coordinator.

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b. Sponsor Program Coordinator will assign a sponsor using the Sponsorship Duty Assignment Sample Letter in enclosure (2) of reference (b). Route a copy of the assignment letter to SR.

c. SRM Yeoman will procure a NAVFACENGCOMHQ uniform nametag prior to arrival of PG.

d. The Sponsor Program Coordinator will draft the Welcome Aboard letter from the Commander.

e. After checking in, PG will complete enclosure (1) and return it to SRM Yeoman.

f. Director of Seabee Readiness will review enclosure (1) for potential improvements in the Command Sponsor Program.


J. E. SURASH
Director of Seabee Readiness

Distribution:
All NAVFAC Military Personnel

COMMAND SPONSOR PROGRAM SURVEY

Your help is requested in evaluating the effectiveness of our Command Sponsor Program. We ask that you voluntarily complete this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this survey is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes.

RANK/NAME: _____

1. Were you informed of the sponsor program and its benefits by your former command prior to transfer? ☐ Yes ☐ No

2. Did you receive advance activity information from NAVFACENGCOMHQ? ☐ Yes ☐ No

3. If yes, was the information adequate to inform you about NAVFACENGCOMHQ? ☐ Yes ☐ No

4. If yes, was the information adequate to inform you about this area? ☐ Yes ☐ No

5. If yes, was the information received in time to permit adequate advance planning? ☐ Yes ☐ No

6. If yes, what additional information would have made your transfer and relocation easier?

7. Were you assigned a sponsor? ☐ Yes ☐ No

8. If yes, who is your sponsor?
_____.

9. If yes, did your sponsor contact you prior to your departure from your previous command? ☐ Yes ☐ No

